

## Testing Accommodation Request Process

<b>1</b>	The School District of Philadelphia is an equal opportunity employer. If you have special needs and require special accommodations, please download and complete the <b>Justification for Testing Accommodation Form</b> from our <a href="#">Testing Resource Web Page</a> after completion of your application. Once the form is submitted, the Testing Coordinator will confirm with the Recruiter that the candidate meets the minimum job requirements.
<b>2</b>	Candidate or coordinating agency completes <a href="#">Justification for Testing Accommodation Form</a> and returns to <a href="mailto:hrexams@philasd.org">hrexams@philasd.org</a> within 72 hours of receiving exam invitation.
<b>3</b>	Within 24 hours of receipt, the Testing Coordinator sends the completed form to Labor Relations Deputy.
<b>4(a)</b>	Labor Relations Deputy approves Accommodation Request -Request should be approved or denied within 48 hours <ul style="list-style-type: none"> <li>- Testing Coordinator notifies exam proctor via a comment in the Testing Applicant Tracker so accommodation can be made during scheduled exam</li> </ul>
<b>4(b)</b>	Labor Relations Deputy denies Accommodation Request <ul style="list-style-type: none"> <li>- Labor Relations Deputy notifies candidate or coordinating agency of decision and encourages candidate to still attend the exam</li> <li>- Testing Coordinator notifies exam proctor via a comment in the Testing Applicant Tracker in case of confusion during scheduled exam</li> </ul>
<b>5</b>	Candidate is notified of exam results through typical process